

CITY CLERK AIDE

DISTINGUISHING FEATURES

The fundamental reason the City Clerk Aide exists is to perform general courier and meeting support services coordinated through the City Clerk's Office. This classification does not supervise. Work is performed under immediate supervision by the City Clerk.

ESSENTIAL FUNCTIONS

Maintains files.

Maintains inventories and organizes supporting files.

Prepares Affidavits of Posting to ensure legal guidelines are observed; posts legal notices to encourage citizen attendance at public meetings.

Delivers documents for the City Council and Boards & Commissions to provide a better understanding of issues on agendas for meetings.

Arranges rooms for various meetings and functions coordinated through the City Clerk's office.

Performs basic housekeeping duties for meeting facilities.

Detects, reports, and/or corrects safety, security, janitorial, or other problems with City facilities.

Works with various City departments to coordinate specific details, schedules, etc.

Inventories and maintains a sufficient amount of common supplies.

Provides delivery of food, beverages and supplies from outside vendors.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Open Meeting Law as it pertains to legal notices and records;

Ability to:

Push cart or dolly;

operate a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement;

establish and maintain positive working relationships with the City Council, City officials and staff, and the general public;

communicate orally, one on one, and over the phone;

sit 20%, walk 50% and stand 30% of work day;

carry materials weighing up to 50 pounds;

drive and maintain City-owned vehicle and operate City vehicles in a safe and efficient manner;

maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education, training and experience equivalent to two years of general courier experience. Must possess a valid Arizona driver's license and no major driving citations within the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified

